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Government of India

Ministry of Defence

Department of Ex-servicemen Welfare

New Delhi - 110011

06th August, 2009

क्रमांक: 615
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मुख्य सचिव Secretary
(All State Government)

**GUIDELINES FOR APPOINTMENT OF OFFICIALS : RAJYA SAINIK BOARD/
ZILA SAINIK BOARD DEPARTMENT SAINIK WELFARE / DEPARTMENT
OF DISTRICT SAINIK WELFARE**

1. Refer to Min of Defence/KSB Letter No 1(1)/POL/KSB/A/2007 Dated 08 Oct 2007.

2. The Sainik Boards are to be declared as a normal department of the State Govts/UTs and treat their employees as State Government Employees. These personnel will then be governed by the State Govt. rules in matter of recruitment, pay and allowances, leave discipline, medical attendance, retirement, pension, gratuity etc. Therefore, no separate rules governing the conditions of service of the employees of these Boards are being issued. Since, Central Govt. shares 50% of the expenditure towards Pay & Allowances and the Establishment Cost, the Min of Defence recommends under mentioned Guidelines for appointment of Officials in the Sainik Boards to have a standardized policy across the country.

3. **Eligibility Criteria** The eligibility criteria for employment of officials and staff in the Sainik Board Organisation is as follows:-

- (a) All employees shall be Ex-servicemen or widows of ex-servicemen.
- (b) All employees shall have had a clean record of service and good character.
- (c) All employees will be employed on tenure basis initially for two years and extendable by two years at a time subject of satisfactory performances but in no case extendable beyond a total of ten years or 60 years of age whichever is earlier for Group 'C' & 'D' and six years or 60 years of age whichever is earlier for Group 'A' & 'B' posts.
- (d) The age of the Ex-servicemen shall not be more than 57 years at the time of selection.

4. **Panel of Officers.** The procedure for drawing up the panel of officers for appointment to Rajya/Zila Sainik Board (State/District Sainik Welfare Offices) shall be as follows :-

- (a) The requests for filling up of the vacancies shall be forwarded by the State Government/Union Territory to the Secretary, Kendriya Sainik Board two months prior to the date of interview, who will inform MoD of the same and coordinate with various agencies as State/DGR/Placement Cell of the three Services.
- (b) The Secretary, KSB will obtain the names of Officers and Service personnel from the Directorate General Resettlement /Placement Cell of the three Services HQs and draw up a panel of officers for the vacancies and get approval of Department of Ex-servicemen Welfare, MoD for the same.
- (c) The State Government may also forward names of locally available officers to Secretary, Kendriya Sainik Board for inclusion in the panel, who will have it verified from the Directorate General Resettlement/Service HQs on their eligibility for the post and confirm to the State Govts.
- (d) The panel of officers duly verified by the KSB and approved by Department of Ex-servicemen Welfare, MoD, shall be forwarded to the concerned State Government/Union Territory for further action.

5. **Composition of Selection Board.**

(a) **Director, Deptt of Sainik Welfare/Secretary, Rajya Sainik Board.** The composition of Selection Board for Director, Rajya Sainik Board shall be as follows :-

- (i) Chairman of the Selection Committee shall be the Principal / Chief Secretary of the State Government/Union Territory.
- (ii) State Government/Union Territory shall nominate at least three members.
- (iii) Representative of the Deptt of ESW, Min of Defence.
- (iv) Secretary, Kendriya Sainik Board or this representative not below the rank of Lt Colonel.
- (v) Director, Deptt of Sainik Welfare shall be member Secretary.

(b) Additional Director, Zila Sainik Welfare Office/Secretary, Zila Sainik Board. The composition of Selection Board for Additional Director, Zila Sainik Welfare Office/ Secretary, Zila Sainik Board shall be as follows :-

- i. Chairman of the Selection Committee shall be the Principal / Chief Secretary of the State Government/Union Territory.
- ii. State Government/Union Territory shall nominate at least three members.
- iii. Representative of the Deptt of ESW, Min of Defence.
- iv. Secretary, Kendriya Sainik Board or this representative not below the rank of Lt Colonel.
- v. Director, Deptt of Sainik Welfare shall be member Secretary.

6. **Selection of Officers.** The Secretary, KSB shall coordinate with the respective State Government/Union Territory for scheduling the meeting to fill up the vacancies.

7. **Criteria for selection.** It is recommended that following be considered for the Selection:-

- (a) An ESM (O) of the rank of Brigadier or of equivalent ranks from Navy or Air Force be selected as Director of Department of Sainik Welfare. In case suitable officers of the rank of Brigadier or equivalent are not available, officers of the rank of Col or equivalent in Navy and Air Force may be selected, preferably an officer from the select list.
- (b) An ESM (O) of the rank of Colonel/Lt Colonel or of equivalent ranks from Navy or Air Force be selected as Additional Director of Zila Sainik Board (Additional Director or District Sainik Welfare Office). In case suitable officers of the rank of Colonel/Lt Colonel or equivalent are not available, officers of the rank of Major or equivalent in Navy and Air Force may be selected.
- (c) In the event of non availability of suitable officer for (a) & (b) above, dispensation shall be sought from Department of Ex-servicemen Welfare, MoD through KSB.

8. **Inter-Se-Seniority.** The following guidelines shall be kept in mind while deciding the inter-se-seniority between regular commissioned officers and EC/SSC officers appointed in the States:-

- (a) The seniority of the officers of the Director of Department of Sainik Welfare and Additional Director of Zila Sainik Board (Additional Director of District Sainik Welfare Office) should be counted on the basis of the formula "Total reckonable service in Armed Forces plus service in State Govt (Sainik Welfare Organisation) = total length of service for seniority. Wherever the total length of service works out to be same in case of a regular commissioned officer and an EC/SS officer re-employed by the State, the regular officer should get precedence over the ex- SSC officer".

- (b) The seniority will not depend on the last rank held nor the last pay drawn in service, but on the total length of service as calculated at (a) above.

9. Status of Director/Secretary The status of Director of Department of Sainik Welfare and Additional Director of Zila Sainik Board (Additional Director of District Sainik Welfare Office) shall be as follows :-

(a) Director of Department of Sainik Welfare He shall be the Head of an independent department functioning directly under the Chief Secretary/Secretary-in-Charge holding the charge of the Department in State/UT.

(b) Additional Director of Zila Sainik Welfare Office/Secretary Zila Sainik Board He shall be treated as Class-I Officer with a status of Head of Office functioning directly under the Director of Department of Sainik Welfare. He shall function under the District Collector and have administrative and financial power similar to the Head of Office of the District Administration.

10. This letter supersedes all previous letters on the subject and it is issued with the approval of the competent authority.


(M.M. Singh)
Deputy Secretary (Res-I)

Copy to :-

Director, DSW/Secretary, RSBs
All States